

**COMMITTEE OF THE WHOLE**  
**DRAFT MINUTES**  
**September 7, 2011**  
**9:00am**

**CALL TO ORDER:**

**Present:**

Mayor Phil Roberts, Deputy Mayor Pat Power, Councillors Holger Mueller-Sparenberg, Sherman Hudson, Kathie Fearon and Doug Shaffner, Amery Boyer, CAO and Recording Secretary, Melony Robinson, Director of Finance, and member of the business community Beth Fairn.

**Regrets:** Monica Mills, Administrative Assistant

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

Moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, to approve the minutes of Committee of the Whole dated August 3, 2011. Motion carried.

**ADDITIONS TO AGENDA**

Under Business Arising:

6. Update on playground sign
7. Update on sewer odour
8. Possible changes to user-friendly budget format

Under New Business:

9. WCB rates
10. Audit of Annapolis County Volunteer Fire Departments (including Annapolis Royal)

Under In Camera:

Additional personnel matter

Under Correspondence:

5. Letter from Nova Scotia Recreation Association

**APPROVAL OF AGENDA**

Moved by Deputy Mayor Power, seconded by Councillor Hudson, to approve the agenda with the changes noted.

**PUBLIC HEARING**

None

**PRESENTATIONS**

March 31, 2011 Financial Statement presentation at 10:00am by Morris Brewster Lake.

Lawrence Lake explained that there have been changes to auditing standards since the last audit. The audit report is much different and has new paragraphs. Statements will be dated when they are approved by Council. Pages 2 to 5 are the consolidated statements and include everything including Town Operating, Water, and Capital Grants and Reserves. Items that offset each other do not show up. Amortization is a non-cash number (except in Water where it is a cash item) and was a new item as of last year.

The Water Utility started the year with a deficit and is now in a surplus position (most Nova Scotia water utilities are in a debt position).

The Town has \$1 million in cash and was in surplus at the end of the year. The Town has one of the strongest infrastructure assets due to the grant in lieu from the tidal power station.

Moved by Councillor Shaffner, seconded by Councillor Fearon, that a recommendation be made to Council to approve the financial statements with one change on Page 28, the addition of Councillor Power to the list of members of Council.

**BUSINESS ARISING - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Three-year water operating budget (Tab 1)	<b>Motion 1:</b> Moved by Councillor Mueller-Sparenberg, seconded by		

	Councillor Fearon, that approval of the three-year water operating budget be recommended to Council. Motion carried.		
2. Three-year water capital budget (Tab 2)	This was previously approved. There is no change.		
3. 100km Bike Ride funding (Tab 3)	<p>The Town had participated in this in previous years; however, there was no staff to assist with the project this year. A request was made to contribute \$200.00 to the project.</p> <p><b>Motion 2:</b> Moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg that a recommendation be made to Council to contribute \$200.00 to the 100km Bike Ride project. Motion carried.</p>		
4. Street lights for Fortier Mills (Tab 4)	<p><b>Motion 3:</b> Moved by Deputy Mayor Power, seconded by Councillor Shaffner that a recommendation be made to Council to approve payment of the difference in cost for LED streetlights for Fortier Mills up to a maximum of \$10,000. Motion carried.</p>	CAO	
5. Skateboard Park Checklist (Tab 5)	The checklist will be referred to the Board of Police Commissioners.	Deputy Mayor Power	
6. Update on playground sign in honour of Grant Potter	The sign has been ordered. Mrs. Potter will be asked to attend the unveiling.		
7. Update on sewer odour	A report has been received from the engineer. The Town is waiting for cost information.		
8. Possible changes to user-friendly budget format	The CAO attended a demonstration of Diamond software in Middleton last week. This software would meet Council's needs; however, it is expensive. The Town is awaiting a quote.		

**NEW BUSINESS - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Milestones 4 and 5, FCM <sup>1</sup> Partners for Climate Protection Program (Tab 6)	<b>Motion 4:</b> Moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon, that a recommendation be made to Council that the quote from CARP <sup>2</sup> for assistance in reaching FCM Partners for Climate Protection milestones 4 and 5 to a maximum of \$12,600.00 be accepted with one nay vote. Motion carried.		
2. Draft conflict resolution policy (Tab 7)	Councillor Mueller-Sparenberg suggested that a policy be developed to include steps outlined in the circulated document.	CAO	
3. Busker Application for the Farmers' Market (Tab 8)	Members of Council reviewed the application developed by the Farmers' and Traders' Market Association. No action on the part of the Town is required.		
4. Internet Café Compost Bin (Tab 9)	It was suggested by the Superintendent of Public Works that restaurant owners be encouraged to use white buckets for organics.		
5. Revised ADPC <sup>3</sup> budget	Information will not be available until September 8, 2011. It will go to the next meeting of Council.	CAO	
6. Animal Control Services (Tab 10)	The Animal Control Services Agreement with the County was reviewed and it was agreed that it would be renewed.		
7. Update on Construction of Downstairs Washroom	The question is should the Town proceed, and/or do we take advantage of the Small Project Component of the Enabling Accessibility Fund which provides grants up to \$50,000.00 per project to improve the built environment	CAO	

<sup>1</sup> Federation of Canadian Municipalities

<sup>2</sup> Clean Annapolis River Project

<sup>3</sup> Annapolis District Planning Commission

	<p>through renovation, construction and retrofitting of buildings. The deadline for the application is September 23, 2011.</p> <p>It was noted that the Town made it through the summer without a single complaint. It was agreed that staff would contact the contractor to advise that the Town will not be pursuing the project at this time. An application under the Enabling Accessibility Fund will be made for future work on this project.</p>		
8. Request from ADBOT <sup>4</sup> regarding VIC <sup>5</sup> (Tab 12)	<p>Beth Fairn reviewed the request for funding forwarded to the Town by the President of the ADBOT<sup>6</sup>.</p> <p>It was suggested that funding in the amount of \$1,000.00 be contributed for the operation of the VIC and that staff investigate the possibility of further funding. This will be dealt with at the next meeting of Council.</p> <p>Signage was discussed. Local merchandise other than just art was displayed at the VIC and this has generated some sales.</p>	Director of Finance	
9. WCB <sup>7</sup> Rates	The Town experience is better than the groups' and therefore all rates will go down.		
10. Audit of Annapolis County Volunteer Fire Departments	A report commissioned by the County was tabled for review.		

#### GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

1. Letter from Dale Comeau and Susan Hill regarding Heritage Building Award (Tab 12)
2. Copy of the ad for the vacancy on the Annapolis Valley District Health Board (Tab 13)

<sup>4</sup> Annapolis District Board of Trade

<sup>5</sup> Visitor Information Centre

<sup>6</sup> Annapolis District Board of Trade

<sup>7</sup> Workers' Compensation Board

3. Article from Chronicle Herald regarding Kings County Plan in works (Tab 14)
4. Letter from Wayne Boucher to Janet Knox of Valley Health (Tab 15)
5. Letter from Recreation Nova Scotia

## GENERAL DISCUSSION

1. Newsletter: ADEDA Arts rep
2. Unsightly appearance of blue building on the causeway

## IN CAMERA

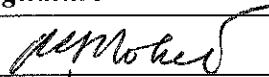
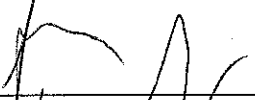

Town Solicitor LeRoy Lenethen joined the meeting at 10:40am for the in-camera session. Moved by Councillor Hudson, seconded by Councillor Fearon that the meeting go into camera. Moved by Councillor Hudson, seconded by Councillor Fearon that the meeting go out of camera.

## NEXT MEETING

October 5, 2011 at 9:00 am.

## ADJOURNMENT

Moved by Councillor Fearon, seconded by Deputy Mayor Pat Power. Motion carried.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	September 8 and 12, 2011	
Changes made by CAO as Recording Secretary	September 9 and 12, 2011	
Approved for website by CAO	September 12, 2011	
Sent to webmaster	September 12, 2011	